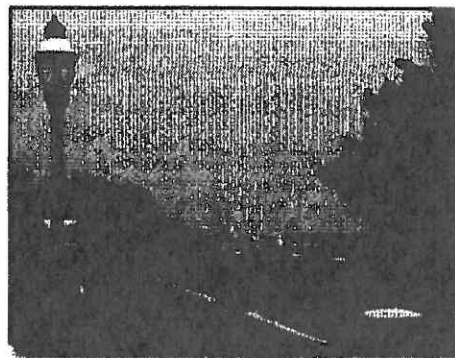


City of St. Marys
418 Osborne Street
St. Marys, GA 31558
Phone: (912) 510 4041
Fax: (912) 510 4013



St. Marys Senior Center Reservation Application
(120 Davis Street, St. Marys, Georgia 31558)

Name of Organization Represented: _____

Name of Applicant: _____

Address: _____

Phone: _____ (Daytime) _____ (Evening)

Type of Event: _____
(i.e.: Ceremony, Wedding, Reunion, Etc.)

Area to be reserved: _____ St. Marys Senior Center Hall

Date of Reservation: _____

Beginning Time*: _____ Ending Time*: _____
(*NOTE: The times must include set-up and clean-up.)

Music Hours**: _____ Expected Attendance: _____
(**NOTE: The City's Noise Ordinance will not permit music to be played after 11:00 PM.)

I have read the rules and regulations of the St. Marys Senior Center and understand that a \$100.00 deposit is required with my application along with the rental fees (There is a \$25.00 per hour after hours fee, an one-time \$25.00 administrative fee and an \$125.00 per day Special Events Rental Fee).

Applicant's Signature: _____ Date: _____

To be completed by City Personnel

City Personnel Accepting Application: _____

Date application submitted: _____

Tran#60

100-38.1010	\$ 125.00	Special Events Rental/Admin./After Hours Fees
100-12.2600	\$ 100.00	Deposits Payable

ST. MARYS SENIOR CENTER GENERAL RULES

This building has been provided by the City of St. Marys for the use and enjoyment of the general public. Your cooperation and care in making this a very special place to be enjoyed by all is greatly appreciated. It is in this spirit that these rules and regulations are posted. They are not intended to restrict your use. They are intended to ensure that all the citizens and visitors of St. Marys may enjoy the Senior Center.

1. No littering. Please place your trash in the receptacles, which have been provided. This is particularly important in the conference room and restrooms.
2. Defacing or removal of any recreation property is prohibited and will be strictly enforced.
3. For the safety of all, no self-propelled pleasure vehicles (bicycles, skateboard, scooters, skates, etc.) are to be used in the building.
4. The use of radios, televisions, boom boxes, etc., should at a minimum, comply with the City's Noise Ordinance. More importantly, please consider others in the use of these devices.
5. No open alcoholic containers or illegal substances are allowed.
6. Children must be accompanied by an adult.
7. Vending in the building is only with the approval of the City Council.
8. No animals are allowed in the building.
9. Items/supplies belonging to the Senior Center should not be removed or utilized (supplies included but not limited to: trash bags, kitchen utensils, cleaning supplies). These items if needed are the responsibility of the applicant.

PART II: ST. MARYS SENIOR CENTER FOR PRIVATE INDIVIDUALS/GROUPS

1. Permits shall be in the form provided for other City properties. They will specifically include the area(s) to be used, the length of time to be used and all other relevant information normally required for the use of City properties.
2. Special preparations for such events (such as extra moving, cleaning, etc.) will be the responsibility of the user, under the supervision of the City Manager or his designee. Expenses for such preparation will be the responsibility of the user. Under no circumstances will such preparations permanently alter or deface the building. In this regard, decorations, which require the use of fasteners, such as nails or staples, are prohibited, even if they will subsequently be removed.

3. Cleanup for such events shall be responsibility of the user, as well as the cost of any damages that might occur. The following fees are non-refundable and must be paid when reserving the St. Marys Senior Center: reservation fee of \$125.00, one-time \$25.00 fee and a \$25.00 per hour for use of the building made payable to the City of St. Marys. There is also a \$100.00 refundable fee which must be paid at the time of the rental.

PART III: EVENTS FOR WHICH ADMISSION WILL BE CHARGED

1. Any event in the building, which requires an admission charge, must be approved by St. Marys City Council.
2. As a minimum, the same rules and regulations that apply to private groups and individuals shall apply. For-profit organizations shall require a contract for partial or exclusive use of the building.

I have read and understand the above rules and regulations and agree to abide by such provisions.

Applicant's Name

Date